



## Vacancy: Accounts Management Executive

The Kenya Association of Manufacturers – the representative organization for manufacturing value-add Industries in Kenya is seeking to competitively fill the following position: -

**Designation:** Accounts Management Executive

**Reporting to:** Head of Membership and Governance

**Contract Type:** Permanent

**Location:** Nairobi

**Job Purpose:** To provide accounts management services to KAM members and ensure effective KAM debt management focusing on timely and accurate subscriptions collection for sustainable membership services.

### Key objectives

- Membership recruitment and retention
- Membership debt management
- Database and membership Information management
- Timely and accurate reports

### Duties and Responsibilities

The specific duties and responsibilities will include, but not limited to the following: -

- Membership recruitment, retention and to ensure Vibrant and Active Network;
- Ensure members accurate invoices are raised and sent to members on time
- Review and update members turnover confirmations regularly
- Keep track of assigned accounts to identify payments & outstanding debts;
- Plan course of action to recover outstanding payments
- Locate and contact debtors to inquire of their payment status
- Negotiate payoff deadlines or payment plans
- Create trust relationships with debtors when possible, to avoid future issues
- Update account status and database regularly
- Update the Debt Management and Recovery committee regularly
- Perform any other duties as may be assigned by the CEO from time to time;

### Qualifications /Requirements:

- Degree in finance or business administration or Business Development /Management or their equivalent.
- Training in credit risk management/debt recovery /credit control
- Minimum of 5 years relevant experience in debt management
- Effective organizational skills and ability to multitask.
- Excellent relationship management and networking skills
- Experience in working with targets and tight deadlines
- Knowledge of relevant legal requirements
- Excellent communication and people skills
- Team player and enthusiastic.
- Keen attention to detail

- Apt in negotiating and persuading

**How to Apply:**

Interested and qualifying candidates should complete the online application form and submit their CV and Application letter only to [hr@kam.co.ke](mailto:hr@kam.co.ke) indicating the words “**Accounts Management Executive**” on the email subject line so as to reach us **not later than September 14, 2022** Click on Link [here](#) to apply. **Only the shortlisted shall be contacted.**